



Fact Sheet Template

The following are elements you may want to include in a fact sheet. Include the what, when, where of the situation. For terrorism incidents, stay away from who caused the incident, why the incident occurred, and how the incident occurred until investigations are complete and you are sure of the information. All information regarding the terrorism investigations must be cleared by the FBI before release. Information regarding natural disasters should be coordinated and cleared with FEMA, state emergency responders, and other agencies identified by your Incident Commander. Any fact sheet must also be cleared by the local PAO, the Incident Commander, and the local Command before release.

- What is happening
- Where (the location)
- The number of people affected, either dead or injured. Break down into number of adults and children, and gender of victims (if known).
- Current status of situation
 - Victims being treated (by whom, where, with what).
 - Current status of response efforts (natural disasters). For terrorism incidents, situation being investigated (by whom – name all agencies working on situation).
 - Where people can go for help (natural disasters). For terrorism incidents, what people can do to protect themselves.
 - For terrorism incidents, measures being put in place to prevent additional incidents (by whom)
- Where to go for more information
 - Web sites (FEMA, CDC, DoD, others)
 - Hotlines